

CITATION TO STANDARD  
OPM PCS, GS-810, Part IV, Jun 1966

Programs and Project Management Div.  
Civil Project Management Branch

Interdisciplinary  
GS-xxx-13

FLSA Exempt

### SUPERVISORY CONTROLS

Works under the very general direction of the Deputy for Programs and Project Management, who assigns work in general terms of overall objectives and results desired. The incumbent is expected to plan and execute the work under changing project management parameters. Clears, through supervisor or Project Review Board, plans or decisions to take short-cuts or to make compromises considered risky or extreme within the context of standard guides, precedents and techniques. Independently initiates project directives, reports, conferences, etc., and represents the organization in negotiations with the client, states, municipal authorities, interested parties, and local governments. Work is reviewed for the attainment of organizational goals and project results.

### MAJOR DUTIES

Provides expert project management for projects of high dollar value (\$100 to over \$200 million in total cost) of national priority, of environmental sensitivity, of extraordinary urgency, or having similar requirements. Assures the efficient, effective, and timely accomplishment and coordination of the planning, design and construction phases. Prepares, presents and testifies on behalf of the District before state and local governments, contractors, other agencies, and Congress. In addition, coordinates the preparation of the project budget; the preparation of various cost, milestone, and management reports; and the staffing of internal and external reviews. Is the district's primary point of contact with the local sponsor throughout the projects' life.

1. Serves as the project manager. Reviews and evaluates the status of projects for attainment of objectives. Plans, programs and oversees cost and schedule execution of the planning, design, and construction of projects in coordination

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with the functional chiefs of each area to assure that the projects are com-

pleted within guidelines and objectives. Initiates, manages, administers and approves plans that translate project objectives into completed functional phases. Reviews and approves funding and manpower estimates to assure that there are sufficient resources to support project objectives. Reviews and approves operating plans and approaches, establishes overall project priorities, procedures, and short and long range goals. Reviews project criteria, construction progress, and contract modifications and conceives of and/or approves or processes the approval of major changes. Evaluates the status of projects against established milestones and objectives by analyzing information presented and directs actions required to maintain established schedules and to assure the attainment of goals and objectives. Resolves highly difficult technical and administrative project problems, obtaining Project Review Board or supervisory approval, as required.

2. Represents the District when dealing with the local, state and municipal authorities for the project and is responsible for furnishing authoritative responses to project questions and issues. Speaks with the authority of the Deputy for Programs and Project Management at conferences and with the press on all issues including those of a critical or controversial nature arising during the life of the project.

3. Participates, with key district personnel, in defining project goals and in preparing a master plan for accomplishment. Makes major plans and programing decisions that effect long and short range courses of critical action for the projects. Serves as the authoritative source for decisions and guidance dealing with compromises and changes in project objectives. Implements overall project guidance and policy. Adapts and interprets policy to assure a uniform and balanced project within the framework of District policies, programs, and objectives. Assures that the projects incorporate the most advanced science and technology and that they are structured, staffed and managed to be responsive to requirements. Establishes the technical framework and guidance for accomplishment of objectives within the District's in house and contractual capabilities.

Performs other duties as assigned.

This is an interdisciplinary position classifiable to no more than 10 to 12 series selected from the attached list.